

Beaver County, Pennsylvania
CLASS DESCRIPTION

POSITION TITLE: Housing and Community Service Coordinator
CLASSIFICATION NUMBER: 240004
DEPARTMENT (S): Community Development

GENERAL DESCRIPTION OF DUTIES

There is currently a Housing and Community Services Coordinator position open within Community Development. This position is 35 hours per week. The annual salary for this position is \$47,609.93.

This is professional program management work coordinating a variety of Federal and State funded housing, homeless and community development programs. Employees in the position report the Director of Community Development. Performs related work as directed.

ESSENTIAL FUNCTIONS

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Participates in research, planning and identification of development opportunities for new projects that support the mission of the Community Development program.
- Prepares project loan agreements and sub-recipient agreements between the County of Beaver and developer or non-profit agency.
- Performs annual compliance reviews for projects as required by program guidelines.
- Monitors sub-recipient agreements.
- Completes environmental reviews and environmental assessments for all projects.
- Collaborates with non-profit housing development corporations and qualified non-profit and for-profit corporations or entities in an effort to identify, expand and develop affordable housing.
- Provides technical assistance regarding funding source regulation and requirements to all parties involved in contract management.
- Performs Homeless Hotline responsibilities.
- Serves as Chairperson of the Beaver County Housing Consortium, which includes overall responsibility for the submission of the annual HUD SuperNOFA application.
- Participates as agency representative to the Homeless Task Force.
- Coordinates and disseminates pertinent homeless information to appropriate parties.
- Performs other duties as required.

Housing Coordinator, Community Development

MARGINAL FUNCTIONS

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

Performs related duties as directed.

MINIMUM TRAINING AND EXPERIENCE

Bachelor's or Associate's degree in Public Administration or closely related field; supplemented by up to three (3) years previous experience and/or training involving community development; or an equivalent combination of education, training, and experience.

Must possess knowledge of and demonstrate skill in project evaluation, contract administration, construction practices, construction management, housing programs, community development practices, community services practices, contract/grant management and legislation regulating grant administration.

Ability to prepare and maintain administrative files on projects and technical/progress reports.

Must possess ability to use the following computer applications; Microsoft Word, Excel, Access and Adobe Acrobat

SPECIAL REQUIREMENTS

A valid Driver's License.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to evaluate, audit, deduce, and/or assess data and/or information using established criteria. Includes exercise of discretion in determining actual or probable consequences, and in referencing such evaluation to identify and select alternatives.

Human Interaction: Requires the ability to provide first line supervision. Ability to persuade, convince, and train others. Ability to advise and provide interpretation regarding the application of policies, procedures and standards to specific situations.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference and descriptive data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, ratio and proportion; may include ability to calculate surface areas, volumes, weights, and measures.

Functional Reasoning: Requires ability to apply principles of rational systems. Ability to interpret instructions furnished in written, oral, diagrammatic, or schedule form. Ability to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning: Requires the ability to exercise the judgment, decisiveness and creativity in situations involving a variety of generally pre-defined duties, which are often characterized by frequent change.

Physical Ability: Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight. Tasks may involve extended periods of time at a keyboard or workstation.

Sensory Requirements: Some tasks require visual perception and discrimination. Some tasks require oral communications ability.

Housing Coordinator, Community Development

Environmental Factors: Tasks are regularly performed without exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, animals/wildlife, toxic/poisonous agents, violence, disease, or pathogenic substances.

Attendance: Regular attendance is required

Beaver County, Pennsylvania is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, Beaver County, Pennsylvania will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.